

Razzy's Daycare & Nursery

Training & Induction Policy

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Introduction

At Razzy's Daycare & Nursery, we recognise that well-trained and confident staff are essential to delivering high-quality care, learning and safeguarding for all children. This Training and Induction Policy sets out how the nursery ensures that all staff are appropriately inducted, supported and trained to carry out their roles safely and effectively. The policy reflects our commitment to continuous professional development and ensures compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025).

Legal and Regulatory Framework

This policy is informed by and complies with the following legislation and guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS 2025)
- Children Act 1989 and 2004
- Childcare Act 2006 (as amended)
- Working Together to Safeguard Children (2018)
- Health and Safety at Work Act 1974
- Equality Act 2010

Induction of New Staff

All new staff at Razzy's Daycare & Nursery receive a structured induction before and during the start of their employment. The induction process ensures that staff understand their roles and responsibilities, the ethos of the nursery and the policies and procedures that support children's safety and wellbeing. During induction, staff are introduced to safeguarding procedures, health and safety arrangements, emergency protocols, behaviour management approaches and the expectations outlined in the Staff Code of Conduct. New staff are supported by experienced colleagues and are given time to familiarise themselves with daily routines, children's needs and record-keeping systems.

Safeguarding and Mandatory Training

Safeguarding training is a core part of staff induction and ongoing development at Razzy's Daycare & Nursery. All staff receive safeguarding training appropriate to their role and understand how to recognise and respond to concerns about a child's welfare. This includes awareness of signs of abuse, neglect and safeguarding risks, as well as knowledge of how to report concerns to the Designated Safeguarding Lead. Staff also receive mandatory training in paediatric first aid, health and safety, infection control and fire safety. Training is refreshed regularly to ensure staff knowledge remains current and effective.

Ongoing Training and Professional Development

Razzy's Daycare & Nursery is committed to supporting staff development through ongoing training opportunities. Training needs are identified through supervision meetings, appraisals, observation of practice and changes in guidance or legislation. Staff are encouraged to reflect on their practice and engage in professional development that enhances their skills and confidence. Training may include in-house sessions, external courses, online learning and qualifications relevant to early years practice. Records of all training completed are maintained and monitored by management to ensure compliance with EYFS requirements.

Supervision, Support and Monitoring

Regular supervision meetings provide staff with opportunities to discuss their performance, wellbeing and training needs. Supervision supports reflective practice and ensures that staff feel supported in their roles. Appraisals are carried out to review progress, set development goals and identify further training requirements. Management monitors the effectiveness of training through observation, feedback and evaluation to ensure that learning is translated into high-quality practice.

Staff Qualifications and Ratios

Razzy's Daycare & Nursery ensures that staff qualifications and training meet EYFS requirements at all times. Management monitors staff qualifications, paediatric first aid certificates and training records to ensure they remain valid and up to date. Staffing arrangements and ratios are planned to ensure children are cared for by appropriately trained and qualified practitioners who can meet their individual needs.

Volunteers, Students and Agency Staff

Volunteers, students and agency staff are provided with appropriate induction and supervision to ensure children's safety and continuity of care. They are informed of relevant policies and procedures, including safeguarding and health and safety and are supported by experienced staff members. Volunteers and students are not left unsupervised with children and their roles and responsibilities are clearly defined.

Recording, Review and Continuous Improvement

All training and induction records are maintained securely and reviewed regularly. This policy is reviewed annually, or sooner if changes in legislation, guidance or nursery practice occur. We are committed to continuous improvement and ensures that training arrangements remain effective, relevant and aligned with EYFS requirements and best practice.